



Legal Aid of NorthWest Texas

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CDC Eviction Moratorium Tenant Declaration Guide

WHAT YOU NEED TO KNOW ABOUT THE TENANT DECLARATION

- A “Covered Person” is someone who is behind on rent and cannot be evicted through December 31, 2020.
- A covered person is anyone who meets all the requirements in the attached declaration and who swears that the information is true.
- This moratorium applies if you received a Notice to Vacate, have a hearing date in JP Court, if your case is set for appeal in County Court, or even if a Writ of Possession has issued against you.
- At least one member of the household must have suffered reduced employment hours or income.
- Each adult tenant named in the lease must complete and sign a separate declaration.
- The person signing must show that they are unable to rent elsewhere and would become homeless or have to live with others in crowded conditions.
- A declaration should be signed only if ALL the requirements are met.
- If a declaration is signed that is not completely true, there may be civil and criminal consequences.

WHAT YOU NEED TO DO BEFORE YOU SIGN THE DECLARATION

- You should make your best effort to pay partial rent.
- You should make your best effort to get rental assistance that is available in your community.
- You should carefully review all the conditions in it to make sure you meet the requirements.
- Do not sign the declaration if you do not meet the requirements because you may face civil and/or criminal penalties if the information you provide is false.

HOW DO YOU SUBMIT THE DECLARATION?

- Once you have made sure that you meet the requirements and have signed the attached declaration, complete the cover letter.
- Send both documents to your landlord or any other person who has the legal right to evict you.
- If you have a lease, you should follow what the lease says about communicating with your landlord.
- You may submit the declaration by mail, email, fax, or personal delivery.
- Make sure you have proof that you delivered the declaration and the cover letter to the landlord. This may include making a video recording, proof of email or fax, or sending them by certified mail.
- Keep a copy of the declaration and the proof of giving it to the landlord in a safe place. This will be important to show the judge at a hearing or a constable who comes to your home.